



## **Calendar Browser V7, Administrator manual**

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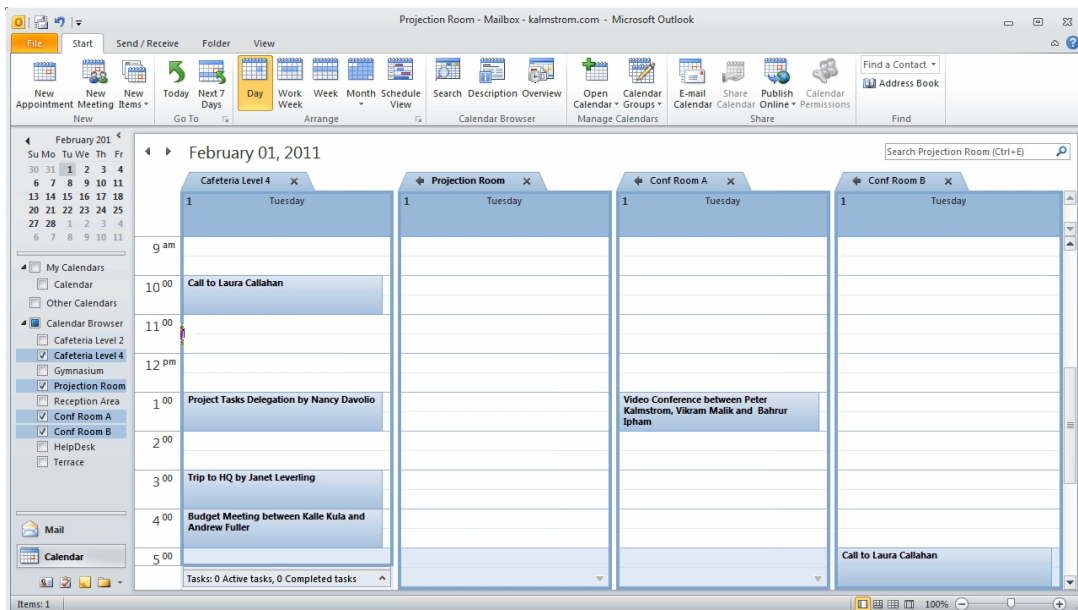
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## 1 INTRODUCTION

*Calendar Browser* is a tool for booking all kinds of resources within an organization. The software is totally integrated in Outlook and Exchange and can be used with both public folders and mailboxes. The application is centrally installed and configured, and only a minimal client installation is needed.

In *Calendar Browser* each resource has its own calendar, **and to book a resource the user simply makes an appointment in the calendar of that resource**. This appointment can also be copied to the user's personal calendar or to another calendar of the administrator's choice, see Configure. All the bookings are stored on the Exchange Server.



The example data in *Calendar Browser* used in this documentation shows mainly booking of rooms, and for simplicity we also talk about booking rooms in this manual. However, anything that is booked within an organization – cars, equipment, personnel – might of course be booked through *Calendar Browser*.

The language of *Calendar Browser* will automatically be set to the same as in Outlook. Danish, Dutch, English, French, Italian, Norwegian, Portuguese, Russian, Spanish and Swedish are fully supported. If the Outlook language is not supported, English is used instead.

Most of the screenshots in this manual comes from Outlook 2010, but where there is a significant difference we show 2007 also.

## 2 REQUIREMENTS

To install and use *Calendar Browser* you need

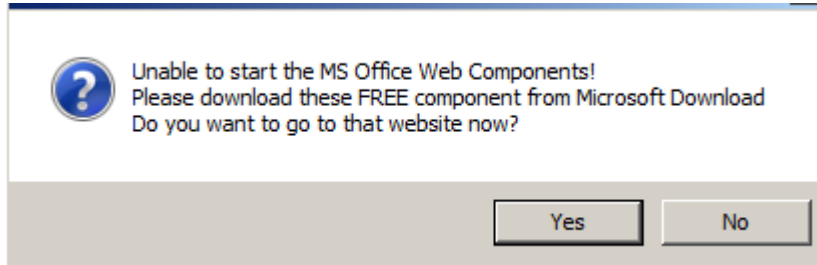
- Microsoft Outlook 2007 or 2010 installed on each client. For 2010 scripts must be allowed in public folders or shared mailboxes (depending on installation type) under Trust center >E-mail security).
- An Exchange server, any version.
- Microsoft Excel 2000 and above for the statistics tool.
- Windows 2000, XP, Vista or 7.

The application helps you get more out of Outlook and Exchange, but it does not assist you with the general configuring of those programs.



## 2.1 OFFICE WEB COMPONENTS

To use the *Calendar Browser* **statistics tool** you need to have **Office Web Components** installed. Office Web Components are not installed by default with Office 2007 or 2010, but the Web Components for Office 2003 works fine for later versions also. If you don't have them installed you will be prompted to download them if you try to run the example data or statistics tool.



Note that users do *not* have to install OWC for just booking resources with *Calendar Browser*.

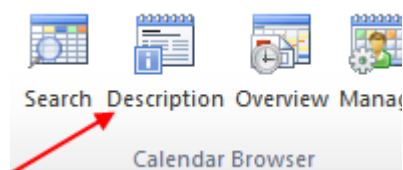
## 3 FEATURES

Here we will give just a short description of the features. For more extended explanations of each feature, refer to the User Manual.

### 3.1 DESCRIPTIONS

To facilitate an adequate choice among the free rooms, *Calendar Browser* gives the users possibility to see descriptions of all the rooms – or of course other bookable resources within the organization. See Description on how to make these descriptions.

To reach a description, select the resource you wish to see info about in the resource list, and click the Description button in the ribbon. Then a new window with a description of the resource opens.



NOTE: Via the settings it is possible for the administrator to hide both the Overview and the Manage button in the ribbon. These may then be reached via the .exe files in the *Calendar Browser* server folder. Refer to Configure.

Projection Room

Projection Room

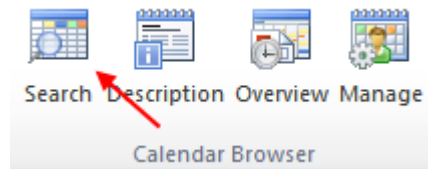
Features

- Seating Capacity 100
- Requires advance booking by at least 1 day
- All necessary projection equipment in place, only relevant media required whether CD, DVD, Flash Player, etc.
- Clearance from CEO required before usage

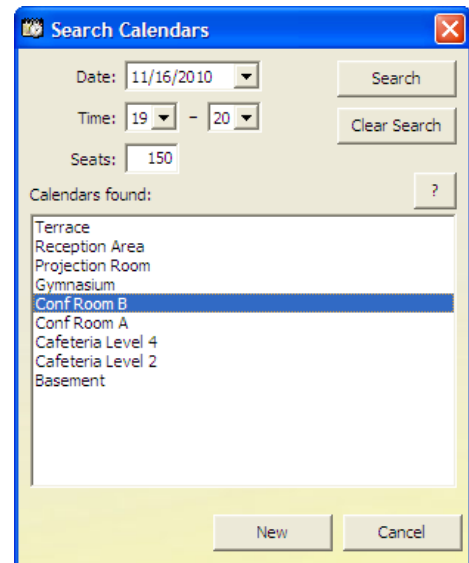


### 3.2 SEARCH

Users can search for rooms that are free at specific times and have the desired number of seats or more.



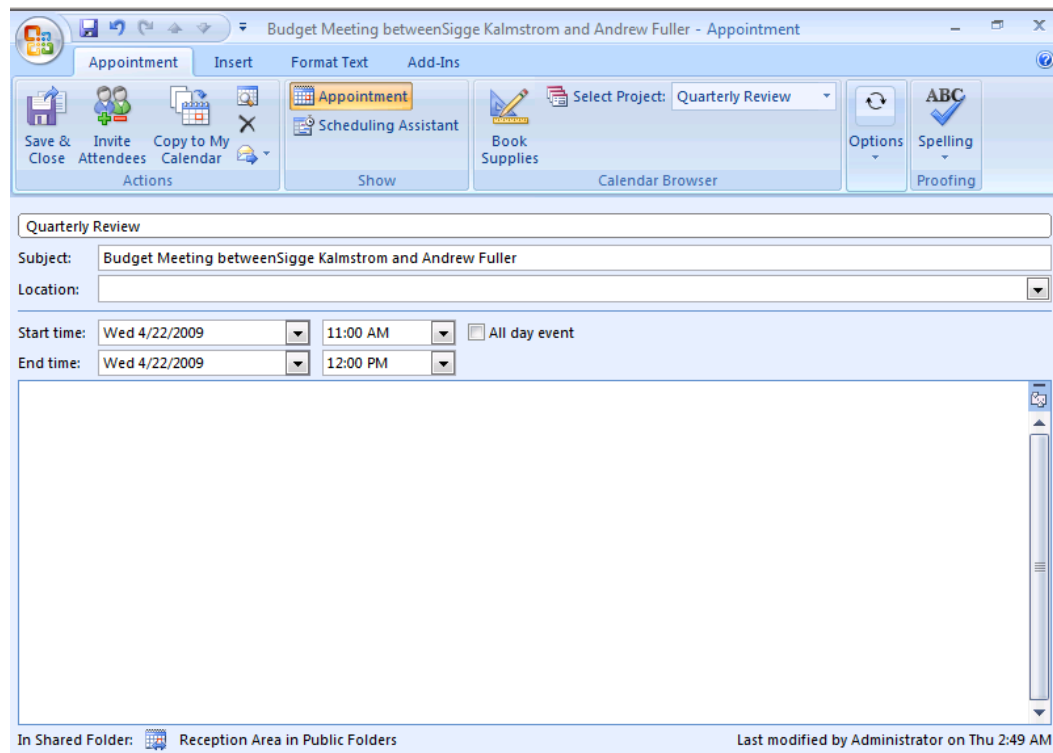
In Outlook 2007 the toolbar buttons look like this:



### 3.3 BOOK

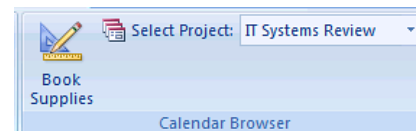
The main feature for *Calendar Browser* is of course the possibility to book resources without having to use separate software. For users already familiar with the Outlook calendar, it is very easy to learn how to book resources with *Calendar Browser*.

An appointment is created in the selected resource calendar, by clicking on an empty space in the calendar, as usual. A common Outlook calendar form opens, and the user can fill out time and other booking information, such as project. Additional services or supplies may also be booked at the same time.



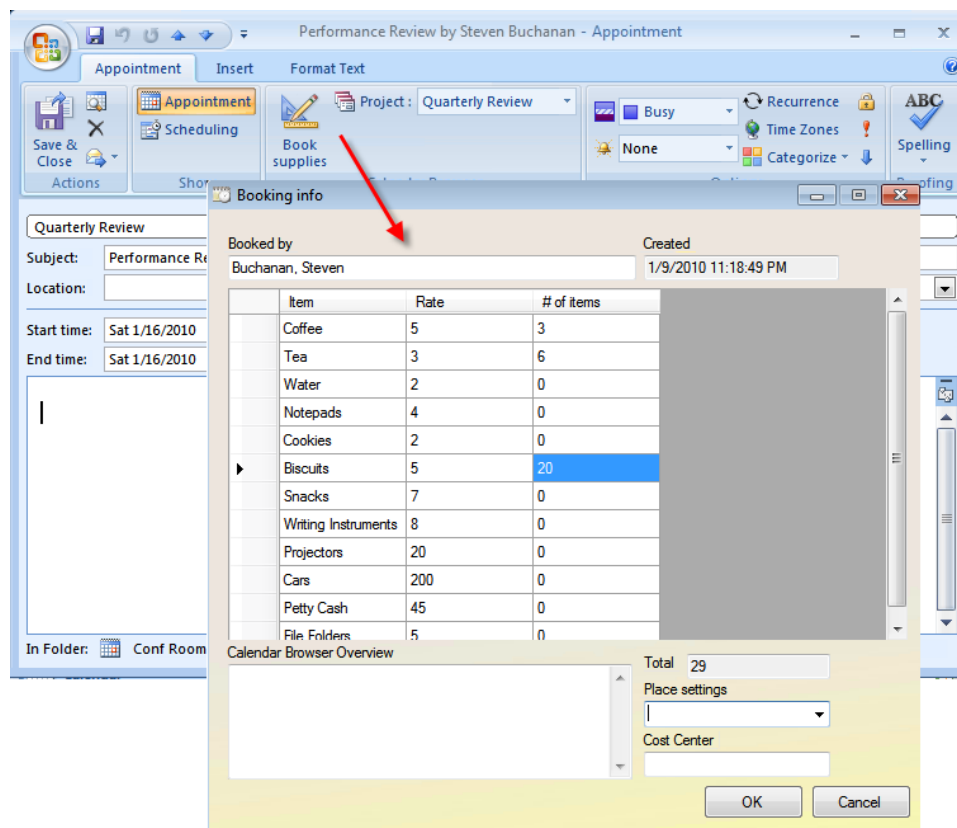


When the appointment opens, all the Outlook calendar features can be used, supplies can be ordered and project specified.



### 3.4 ORDER SUPPLIES

By clicking the Book Supplies button, users can order supplies for the meeting inside the booking form. See Supply on how to fill out the Supply form in the Admin Settings. Specifying Cost Center can be set to mandatory. The user selects the supplies by simply entering a non-zero value for the number of items ordered.



### 3.5 PROJECTS

Bookings may be attached to specific projects, and defining a project can be set to mandatory by the administrator, see Project. It is possible to change the caption "Project", so you can give this parameter any name that suits your organization.

### 3.6 INVITE ATTENDEES

If the resource calendar is within a mailbox, it is possible for the user to invite attendees in the booking form. See Public Folder or Direct Booking Mailbox Calendars?.



### 3.7 PREVENT DOUBLE BOOKINGS OR RECURRENCE

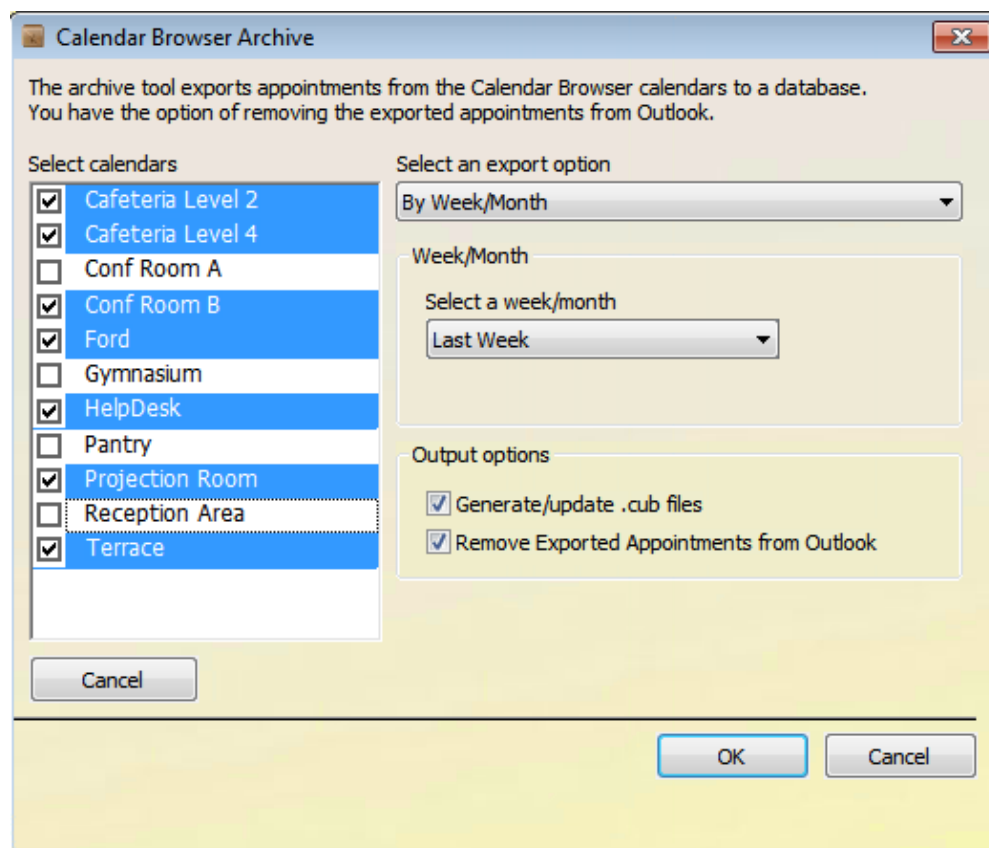
Via checkboxes in the Administrator Settings both double bookings and recurrence of meetings can be prevented. See Configure.

Note that these preventions can be circumvented, for example using Outlook Web Access, so they are not a 100% block on doubles or recurring meetings. Also, due to the less than perfect way that the Outlook API works, it is not possible for us to fully check for double-bookings against recurring meetings. We therefore recommend that you disable recurring meetings also, if you want to prevent double-bookings.

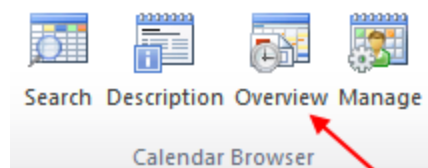
Note also that even if a double-booking should occur, *Calendar Browser* gives the advantage of seeing who made the booking first. That feature is not easily available in Outlook by itself.

### 3.8 THE *CALENDAR BROWSER* ARCHIVE TOOL

You can file away old bookings with the **CBArchive.exe** application. The data may then be examined in the integrated statistics tool, see *Archive and OLAP Reporting Tool*.



### 3.9 THE *CALENDAR BROWSER* OVERVIEW



The Overview tool gives an overview over **future bookings** of all resources. The orders for each room and meeting are also listed here, and all activities and costs from a specified time are shown in a datasheet. It is also possible to **book meetings** from within the Overview.

For more info, see *The Calendar Browser Overview*.

(To analyze resource usage during a past period, use the integrated statistics tool, see *Archive and OLAP Reporting Tool*.)





## 4 INSTALLATION

*Calendar Browser* is designed to be easy to install and distribute.

The installation has two steps:

1. From a client, install *Calendar Browser* on the server
  2. Install *Calendar Browser Client* on each client machine
- Before *Calendar Browser* can be used some resource calendars must also be added.

### 4.1 CENTRAL INSTALLATION

#### 4.1.1 CREATE A CALENDAR BROWSER DIRECTORY ON THE SERVER

Create a *Calendar Browser* directory in any shared file folder on your server and save the file you downloaded into it. You can use either a UNC-path, such as `\\servername\sharename`, or a mapped drive, such as Y:.

If you choose a mapped drive for installation folder, be aware that the homepage will be seen only for users who have the mapped drive on their computer. If you use it within an organization, be sure that all users have the mapped drive. If someone doesn't have it, he will see "Cannot display the folder. Path does not exist. Verify the path is correct." instead of the *Calendar Browser* homepage.

Mapped drives are considered to be more secure than UNC paths, but if you specify an UNC path as installation place, all users of the Exchange server will see it.

#### 4.1.2 ALLOW SCRIPT

For installation in a **shared mailbox**, script must be enabled in the shared folder. Before you run the installer, check the option 'Allow Script in Shared folders' in Outlook. (Tools >Trust Center >Email Security). This security setting change must be done for every user of *Calendar Browser*. In **Outlook 2010**, you must always allow script even if you install *Calendar Browser* in a public folder. Then you must of course allow script in public folders instead.

#### 4.1.3 START INSTALLATION

The setup is done from a client machine, not directly on the server, so *from a client* go into the folder where you put the file **CalendarBrowserSetup.exe** and click it to start the installation. The installation program will lead you through the installation.

NOTE: Outlook should be **closed** when you install *Calendar Browser*.

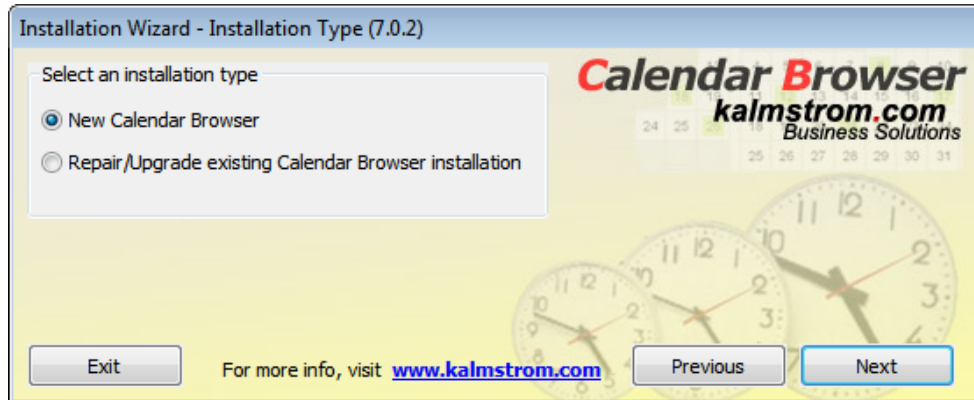






#### 4.1.4 SELECT INSTALLATION TYPE

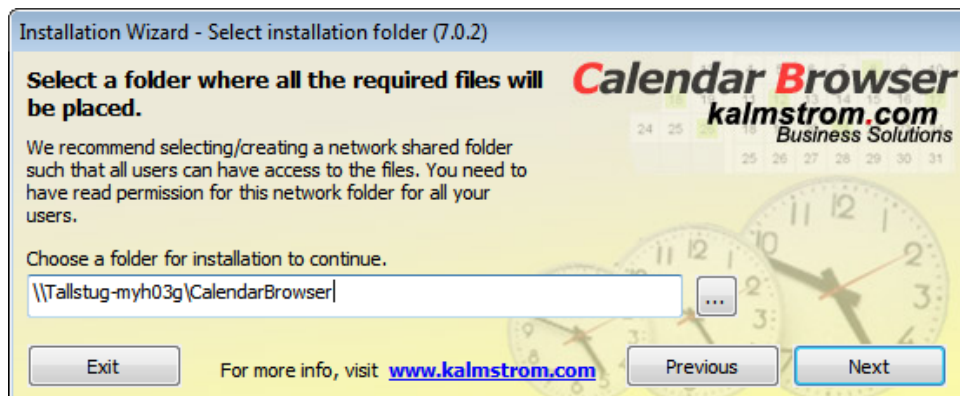
The first step is to select if you want to make a new installation, repair your installation or upgrade from an older version. Here a new installation is described. See below for information about Upgrade or Repair *Calendar Browser*.



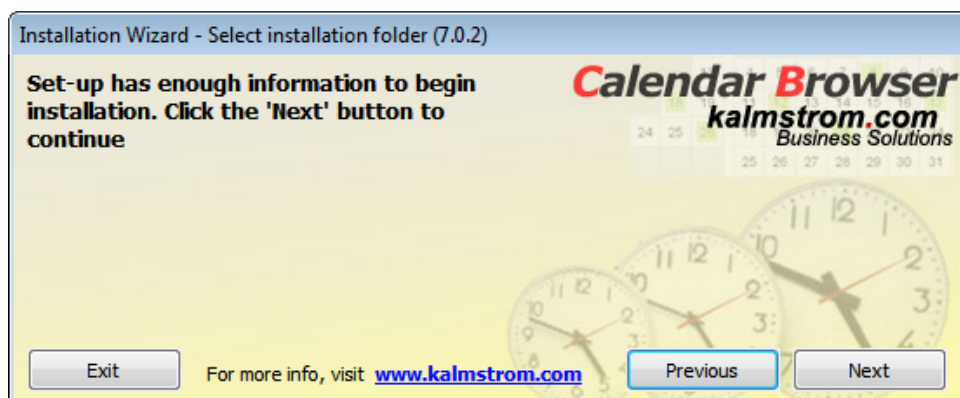
#### 4.1.5 FOLDER PATH

When asked for a folder path, you give the path of the server folder where you put the *Calendar Browser* files. This could be a UNC path or a mapped network drive, see Central Installation

Create a *Calendar Browser* Directory. If you are already running the setup from such a path, that will be the default choice.



When you click Next this screen is shown:





Click Next again, and the *Calendar Browser* installer starts the installation.

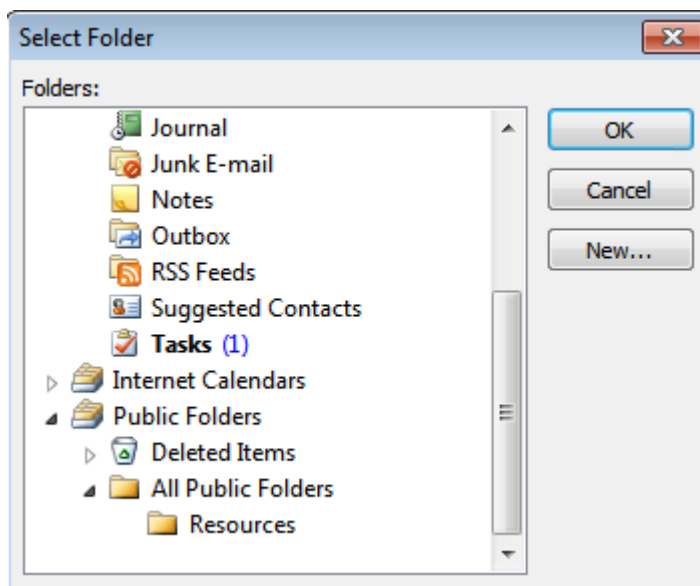
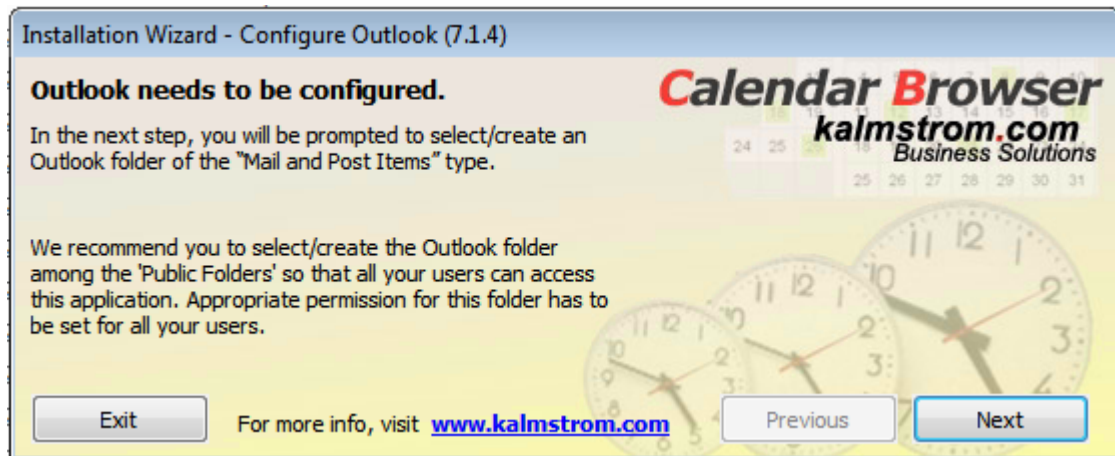
#### 4.1.6 CREATE THE *CALENDAR BROWSER* OUTLOOK FOLDER

Now an Outlook folder for *Calendar Browser* must be selected. *Calendar Browser* should always be installed in a **new** folder. The folder must be of the type **Mail and Post Items**, *not* a calendar folder.

The *Calendar Browser* Outlook folder may be a public folder or a shared mailbox:

If you use a **public folder** it is easy to let a group of users share the resource calendars. Normally no extra settings must be done, since the users have inherited permissions in public folders. If you wish to only let part of the group use *Calendar Browser*, the server administrator has to set the permissions on the Exchange server, though.

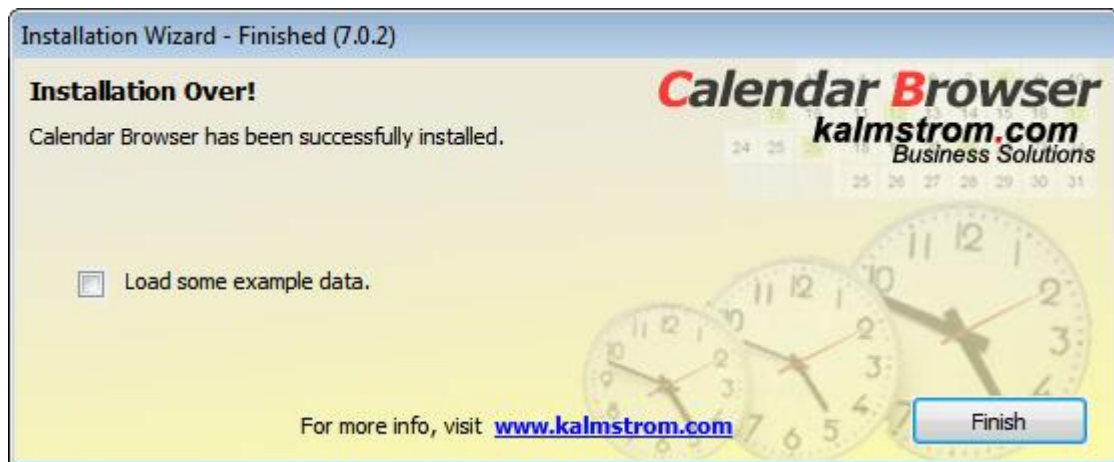
In the case when only a limited group should have the right to book resources, a **shared mailbox** might be a better alternative. For a bigger group a shared mailbox will take too much time to handle, since each user has to get permissions on the shared mailbox and on the calendars.





#### 4.1.7 INSTALLATION FINISHED

When the Outlook folder has been selected the installation is over.

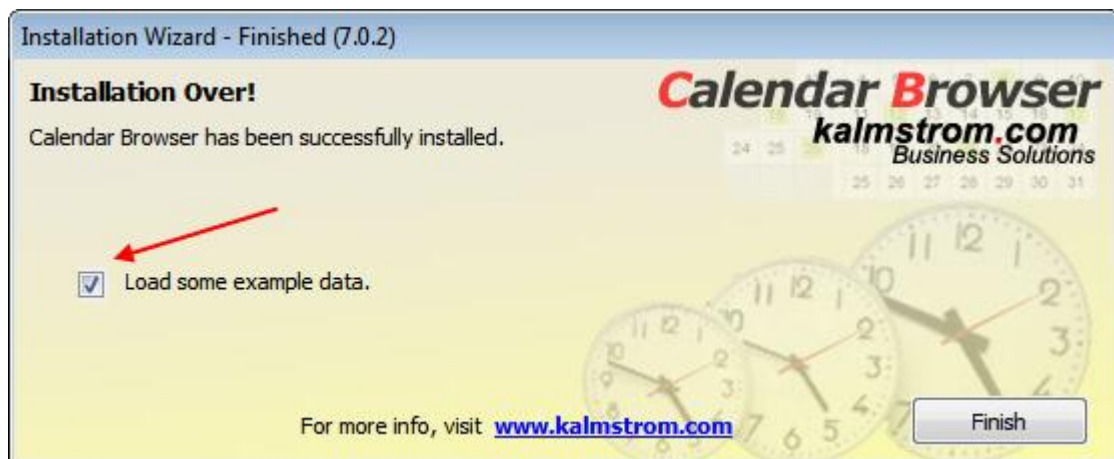


#### 4.2 EXAMPLE DATA

If the software is new to you, it might be a good idea to load the Example Data. It gives you the opportunity to see how *Calendar Browser* works when you have a lot of data in it, what performance you can expect and so on. If you select to not install Example Date you will be asked to add a calendar the first time you open the *Calendar Browser* folder in Outlook, refer to Calendars.

##### 4.2.1.1 INSTALLING EXAMPLE DATA

When the installation is finished you have a choice to load Example Data. Check the box if you want to load the Example Data into your new installation.



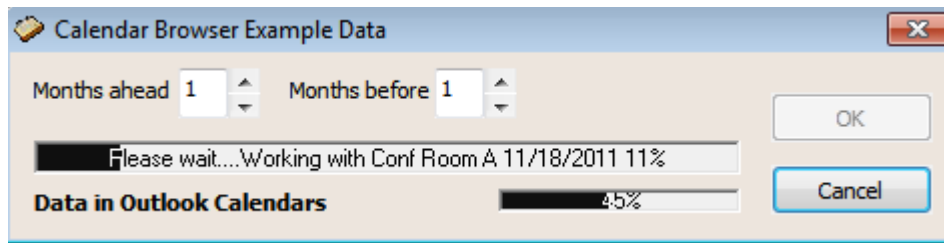
You can also create Example Data later, by running the file **CBCreateExampleData.exe** from the network file share where *Calendar Browser* is installed.

If you choose to load example data you will get a possibility to choose period before you finish. You may also edit the data before you click OK.

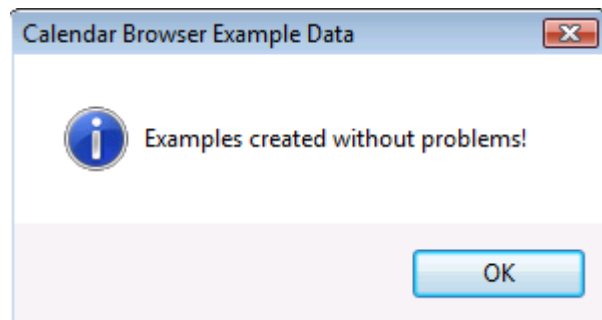
See Calendars in the Administrator settings, how to create your own resource calendars or delete calendars.



When you have clicked OK, you are asked to select the Outlook folder where *Calendar Browser* has been installed. Then the Example Data is loaded, which will take some minutes.



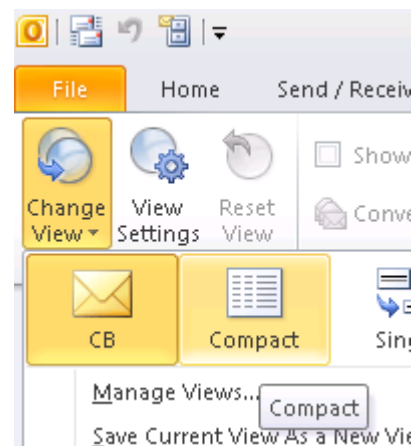
When the Example Data has been loaded, you will get a message confirming it.



#### 4.2.1.2 REMOVING THE EXAMPLE DATA

To get rid of the Example Data, do like this:

1. Change the View from *Calendar Browser* to *Compact*.
2. Remove all the post items.
3. Change back to the *Calendar Browser* view again.
4. Remove all example calendars under the *Calendar Browser* folder.





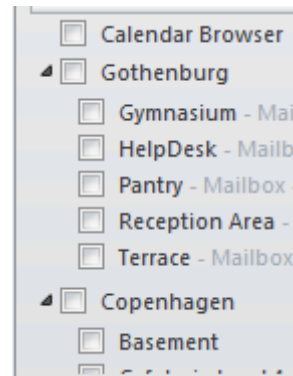
### 4.3 MULTIPLE *CALENDAR BROWSER* OUTLOOK FOLDERS



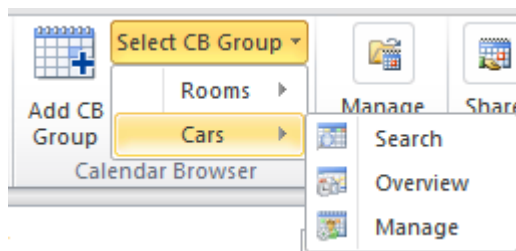
You can have multiple installations of *Calendar Browser* in different folders in Outlook. Run the installer again and select new folders on the server and in Outlook. The client users may then add the installations they need via the button “Add Calendar Group” in the *Calendar Browser* Outlook toolbar.

The Calendar Groups are shown in the normal calendar view. This image is from a company with bookable rooms in two Swedish towns, Gothenburg and Copenhagen.

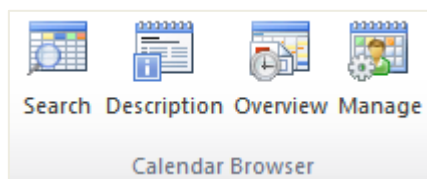
Most of the users only need to book in one of the towns, and therefore it is convenient to give them a possibility to only show the town the use in Outlook. It gives them shorter loading times, and they don’t need to see rooms they are not interested in booking.



If there are multiple installations of *Calendar Browser* and several Calendar Groups are added to a client’s Outlook, the user may select group for the Search, Overview and Manage (if shown to the users).



When calendars in only one Calendar Group are selected, the Calendar Browser Outlook toolbar will look like in the image below and the buttons will work for only that group.







#### 4.4 SERVER CALENDAR BROWSER DIRECTORY

When the installation is finished the *Calendar Browser* network file share folder should have the following content:

Name	Date modified	Type	Size
images	1/2/2012 12:37 PM	File folder	
old files	1/2/2012 10:44 PM	File folder	
BookingInfoNET.exe	1/9/2012 6:21 PM	Application	75 KB
CBAAdminNET.exe	1/9/2012 6:21 PM	Application	164 KB
CBArchive.exe	1/9/2012 6:21 PM	Application	1,040 KB
CBCClientSetup.exe	1/9/2012 6:21 PM	Application	5,828 KB
CBCreateExampleData.exe	1/9/2012 6:22 PM	Application	1,144 KB
CBDB.sql	1/9/2012 6:22 PM	SQL File	1 KB
CBFOLDERSETTINGS.xml	1/2/2012 12:48 PM	XML Document	1 KB
CBMonitoring.exe	1/9/2012 6:22 PM	Application	576 KB
CBoh.exe	1/9/2012 6:22 PM	Application	1,144 KB
CBohAdapterLib.dll	1/9/2012 6:22 PM	Application extens...	54 KB
CBOverviewNET.exe	1/9/2012 6:22 PM	Application	299 KB
CBProjectSQL.sql	1/9/2012 6:22 PM	SQL File	1 KB
DescriptionForm.exe	1/9/2012 6:22 PM	Application	42 KB
DevExpress.Data.v9.3.dll	1/9/2012 6:22 PM	Application extens...	2,025 KB
DevExpress.Utils.v9.3.dll	1/9/2012 6:22 PM	Application extens...	2,835 KB
DevExpress.XtraBars.v9.3.dll	1/9/2012 6:22 PM	Application extens...	1,727 KB
DevExpress.XtraEditors.v9.3.dll	1/9/2012 6:22 PM	Application extens...	1,608 KB
DevExpress.XtraGrid.v9.3.dll	1/9/2012 6:22 PM	Application extens...	1,708 KB
DevExpress.XtraLayout.v9.3.dll	1/9/2012 6:22 PM	Application extens...	685 KB
DevExpress.XtraNavBar.v9.3.dll	1/9/2012 6:22 PM	Application extens...	287 KB
DevExpress.XtraPrinting.v9.3.dll	1/9/2012 6:22 PM	Application extens...	703 KB
DevExpress.XtraReports.v9.3.dll	1/9/2012 6:22 PM	Application extens...	2,889 KB
DevExpress.XtraScheduler.v9.3.Core.dll	1/9/2012 6:22 PM	Application extens...	743 KB
DevExpress.XtraScheduler.v9.3.dll	1/9/2012 6:22 PM	Application extens...	1,417 KB
DevExpress.XtraTreeList.v9.3.dll	1/9/2012 6:22 PM	Application extens...	571 KB
DevExpress.XtraVerticalGrid.v9.3.dll	1/9/2012 6:22 PM	Application extens...	453 KB
HtmlEditor.dll	1/9/2012 6:22 PM	Application extens...	184 KB
MultiLang.dll	1/9/2012 6:22 PM	Application extens...	235 KB
OLAPReporting.exe	1/9/2012 6:22 PM	Application	1,286 KB
ReadMe.txt	1/9/2012 6:22 PM	Text Document	1 KB
RegistryScript.vbs	1/9/2012 6:21 PM	VBScript Script File	1 KB
RegistrySettings.txt	1/9/2012 6:21 PM	Text Document	1 KB
WYSIWYGEditor.dll	1/9/2012 6:22 PM	Application extens...	40 KB



## 4.5 THE *CALENDAR BROWSER* CLIENT TOOL

All users of the system have to install a minimal Client Tool. Each client is prompted to install the *Calendar Browser Client* when the *Calendar Browser* Outlook folder is opened the first time. *Calendar Browser Client* is designed to be run by the local administrator. For Windows Vista, an administrator who performs the installation should run the **CBClientSetup.exe** with 'Run as Administrator' mode, else, the installation will fail. Outlook should be **closed** when you install *Calendar Browser Client*.

For detailed instructions on the client installation, refer to the *Calendar Browser User Manual*.

## 4.6 USER PERMISSIONS ON THE SERVER *CALENDAR BROWSER* FOLDER

To set the permissions on the server, right click the *Calendar Browser* installation folder on the server and choose Properties and then the tab Security.

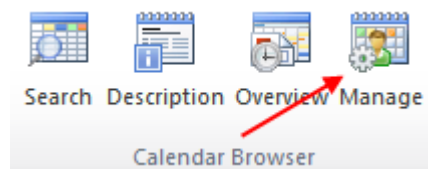
The end users only have to get read permissions on the *Calendar Browser* file folder.

(For running the *CalendarBrowserArchive.exe* application, an advanced feature which creates a database in the *Calendar Browser* folder, the users need write permissions on the folder, refer to *Archive and OLAP Reporting Tool*).

## 5 ADMINISTRATOR SETTINGS

If no example data is installed there are no resource calendars in *Calendar Browser* after the installation, so the first time you open it *Calendar Browser* will ask if you want to add calendars, and if you click yes the Administrator settings will open.

In other cases the settings and configurations are done through the Manage button in the Outlook ribbon.



You can also open the Administrator Settings by running the file **CBAdminNET.exe** in the *Calendar Browser* directory on the server. If you choose to hide the Manage button from the Outlook ribbon, you have to use this method to open the settings.

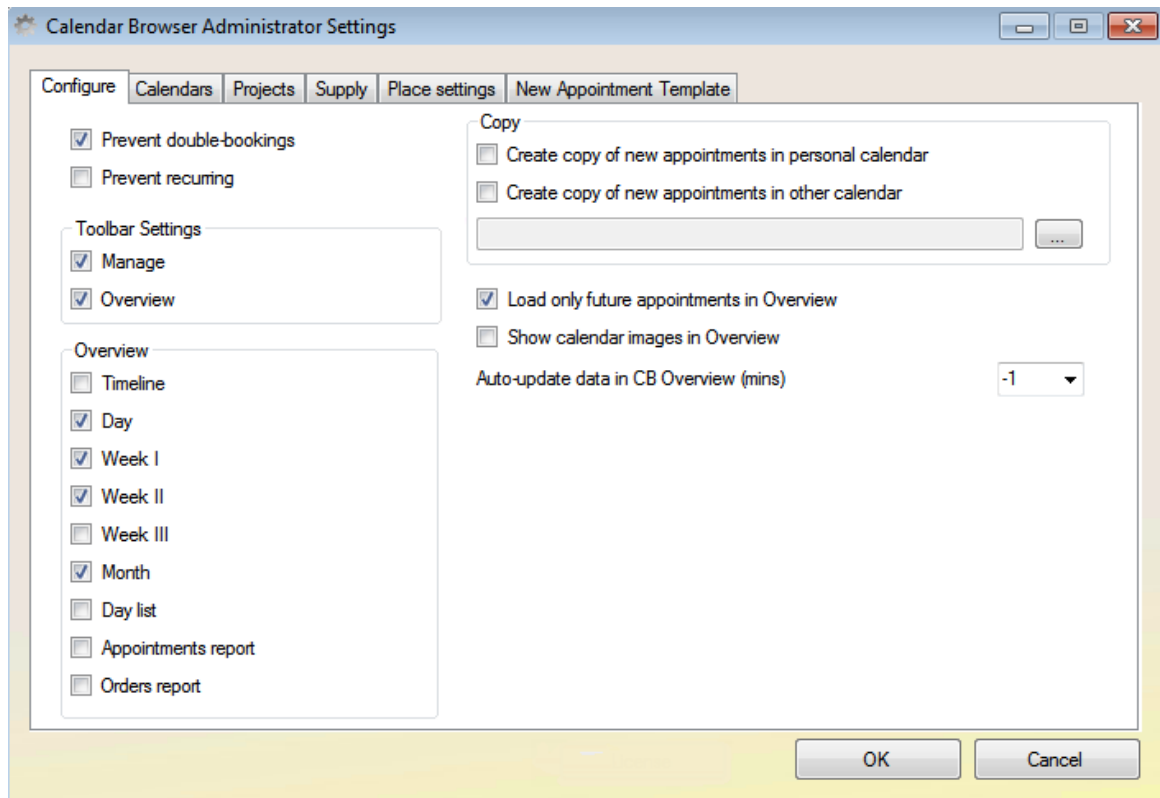
All changes will be saved when you click OK, but sometimes you have to restart Outlook before the changes in the *Calendar Browser* Settings come into effect.

The management is organized under tabs, which are described below.

### 5.1 CONFIGURE

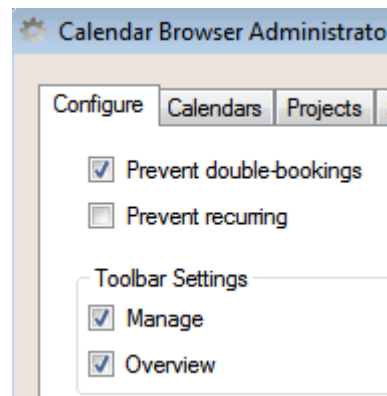
This is the default dialog. Check the options you want to use and uncheck the ones you don't want to use.





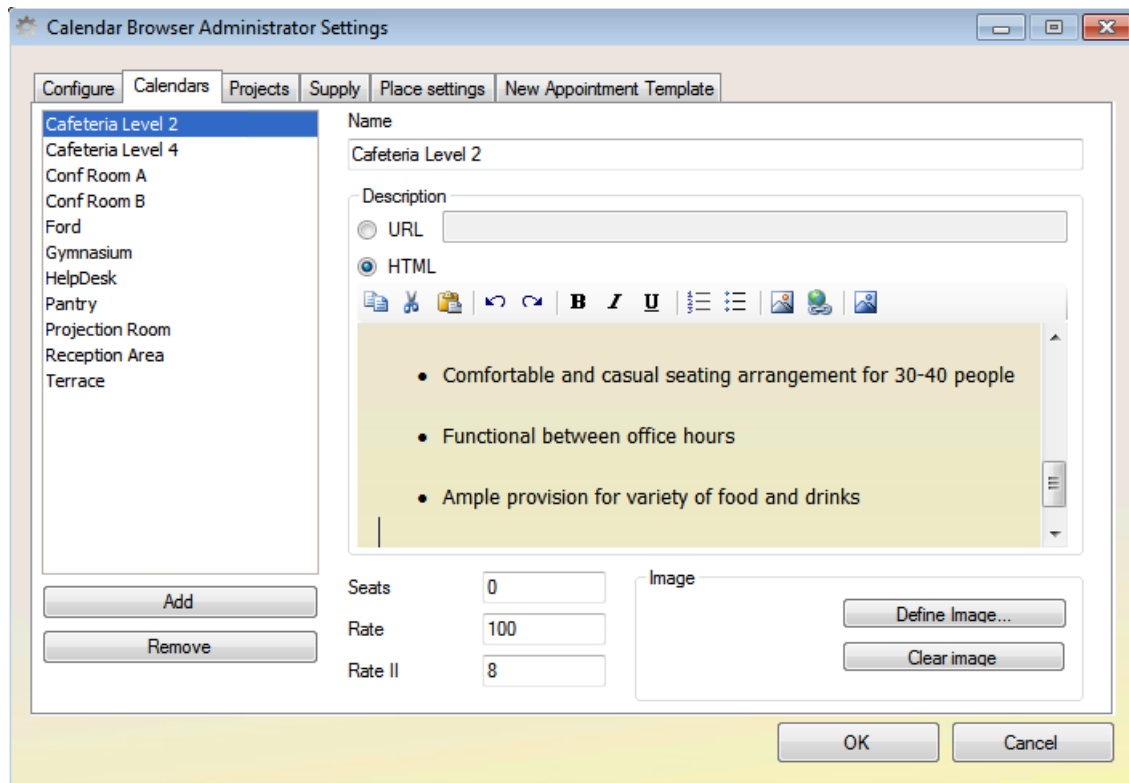
To give the end users a simpler interface you can hide the Manage and the Overview buttons by unchecking the checkboxes.

If you choose to hide Manage and Overview you must access the Administrator and Overview pages by running the files **CBAdmin.exe** and **CBOverView.exe** in the root folder.



## 5.2 CALENDARS

Under the tab Calendars you can add and remove resources and give each resource a description.



### 5.2.1 ADD CALENDARS

If there are no calendars in the *Calendar Browser* Outlook folder you will be asked to create one when you open the folder. You may also add new a new calendar anytime by pressing the Add button. The resource calendar may be a public folder calendar or a direct booking mailbox calendar. For differences, *refer to Public Folder or Direct Booking Mailbox Calendars?*



#### 5.2.1.1 ADD A NEW PUBLIC FOLDER CALENDAR

If you want to add a new public folder, type a name for it and a new folder with this name will be created.

#### 5.2.1.2 ADD A DIRECT BOOKING MAILBOX CALENDAR

If you want to add a mailbox calendar, you need to type the name or SMTP address of an existing mailbox, because a new folder is not created in this case.

The basic steps for creating a direct booking mailbox are:

1. Create a mailbox.
2. Assign send as permission to a security group containing *Calendar Browser* users.
3. Assign full permissions to the same security group.



4. Set auto response properties on the mailbox.

In Exchange 2007/2010 specific resource mailboxes are available. For information on how to create a direct booking mailbox in Exchange Management Console, refer to the [Demonstrations page](#) on the kalmstrom.com website.

#### 5.2.1.3 PUBLIC FOLDER OR DIRECT BOOKING MAILBOX CALENDARS?

*Calendar Browser* works with both public folder calendars and direct booking mailbox calendars, and for every new calendar you add to *Calendar Browser* you can choose if it should be a public folder or a direct booking mailbox calendar. Both have their advantages and disadvantages. The biggest differences regard invitation of attendees and access to and creation of the mailbox.

##### 5.2.1.3.1 PUBLIC FOLDER CALENDAR

A public folder calendar can be accessed by all users who have permission to do so, normally all users with an e-mail account on the Exchange server. Any update on this calendar is reflected in the public folder instantly, and therefore public folders are widely used for shared applications in network environments. With public folders it is easy to delegate the creation of new folders to for example reception personnel.

Public folders cannot be invited to a meeting, so with public folder calendars there is no way to book a resource at the same time as you invite the other attendees. There must be a two-step operation. First the user will book the room or resource. Then in a second step he will book the meeting in his calendar and invite the attendees.

##### 5.2.1.3.2 DIRECT BOOKING MAILBOX CALENDAR

Direct booking mailbox calendars are a bit more complicated to administer. Creation of a new mailbox requires access to Active Directory, and you need to set up the mailbox to handle direct bookings. This must be done by a domain admin, so it is more difficult to delegate the administration.

Mailboxes have the advantage of being possible to invite to meetings. When you use a direct mailbox booking calendar, the appointment is actually being saved into the user's personal calendar. That means that users can book their own calendar, the conference room and the attendees in one work flow, and if a meeting is rescheduled the resource will be updated and all attendees notified.

The mailbox needs to be visible in the Global Address List for this to work. (New mailboxes are by default listed in the Global Address List in Exchange, so if it is not actively hidden it should be visible.)

When the user makes a new booking through *Calendar Browser* in a direct booking mailbox calendar, the application automatically asks if the user would like to invite this calendar to a meeting. The user may also choose people to include in the invitation. A meeting request is sent automatically by Outlook, and if it is accepted a new meeting item is created in the accepting person's personal calendar.

##### 5.2.1.4 BROWSE TO EXISTING CALENDAR

The alternative Browse to existing Calendar may be used to add all kinds of calendars, also Personal calendars, to *Calendar Browser*.

##### 5.2.1.5 REMOVE CALENDAR

Remove a calendar from *Calendar Browser* by selecting it and clicking Remove. When the calendar to be removed is a public folder, it is really deleted. When a mailbox calendar is removed only the link from *Calendar Browser* is deleted, not the mailbox itself.



### 5.2.2 DESCRIPTION

Under the tab Calendars each room can be described with Seats and two different Rates just by selecting the cells and filling in the numbers. NOTE: If a calendar is described as having 0 seats it will always show up in the search, since there is no filter for zero.

The second rate for can be used if you want to separate some part of the cost for the resource. You might for example want to separate hire of the computers in a room because they need to be put on another account than the room itself.

In addition the resources can be described with words and images. When it comes to rooms, you can give the users information about each room's features, such as type of room, air-condition, computers etc. The two methods for this are:

URL: here you can define a path to the description.

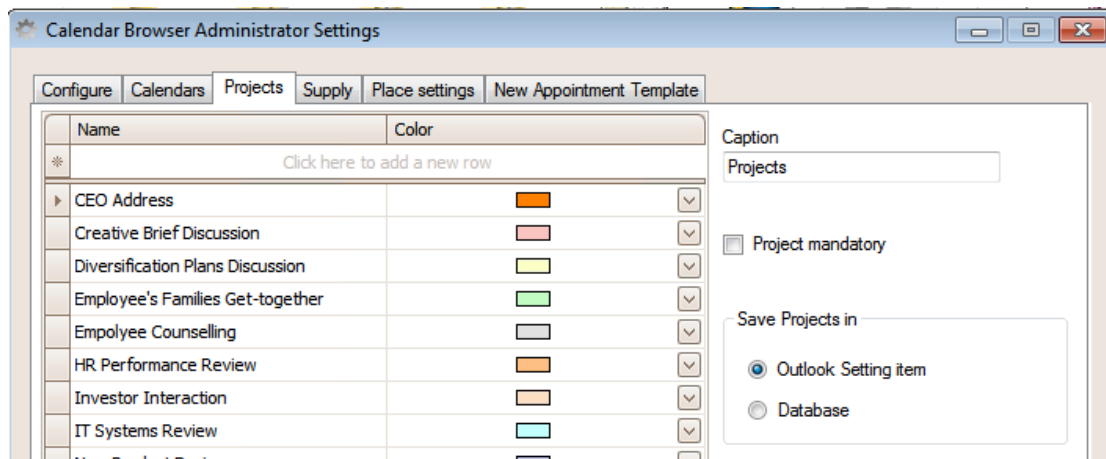
HTML: In the .html description field to the right you can make a description. The graphical WYSIWYG html editor makes it easy to create resource descriptions. You can also click the HTML icon in the editor and copy and paste .html or .htm code there. See Descriptions for a picture that shows a description as the users see it.

If you want to use image headers in the Overview, define an image here. Valid formats are GIF, PNG, BMP and JPG. Note that you also have to check the box "Show calendar images in Overview" under the Configuration tab.

### 5.3 PROJECT

This function might also be used for other factors than project, because you can easily change the caption shown in the appointments to another word.

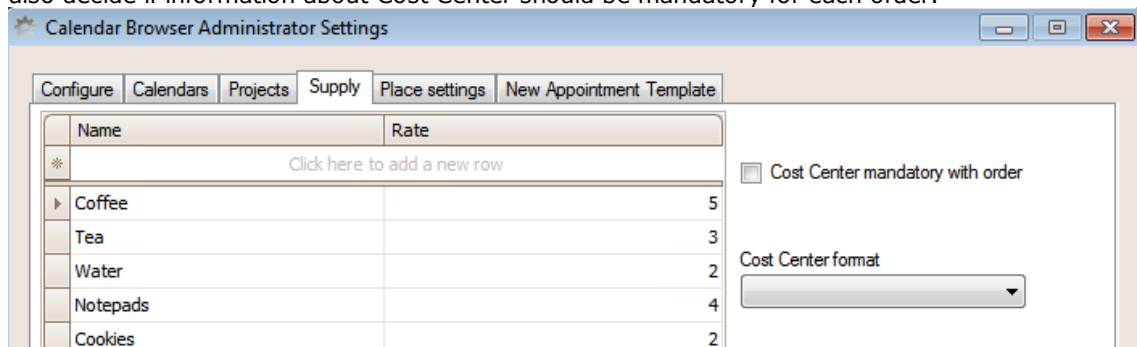
With different colors for different types of projects you get a good overview. Write in the project name and select a color. Also decide whether to activate Project mandatory. In that case users cannot save a booking without specifying project – or what you have decided to call it.



*Calendar Browser* requires no database if you don't use the statistics tool, and therefore the projects are saved in Outlook by default. However, if you want to use a database you can do that. This is especially useful if you already have a project list in a database. If the alternative Save in Database is selected, the projects are loaded from the database when *Calendar Browser* is run.

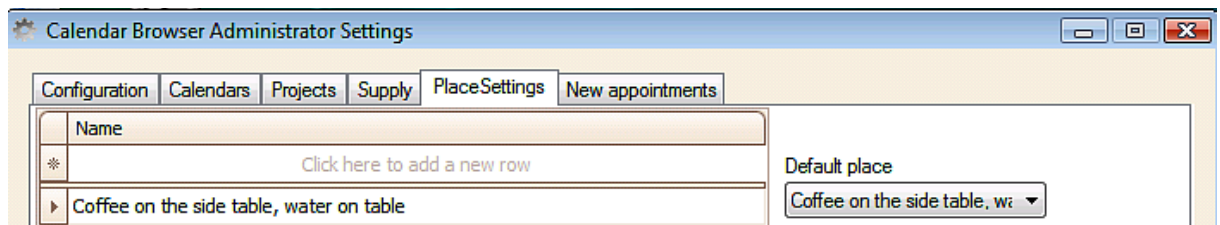
## 5.4 SUPPLY

In the supply section you can specify all supplies that might be needed with the resource and the cost for each item. The currency will be the one already specified for your system. You can also decide if information about Cost Center should be mandatory for each order.



## 5.5 PLACE SETTINGS

Under place settings you can give the users several different room settings to choose from, like extra instructions for how the extra services ordered should be placed.



For example:

On the side table

On the table



On a corner of the table

Or, if *Calendar Browser* is used to handle parties in a restaurant:

Blue china

Red china

White china etc

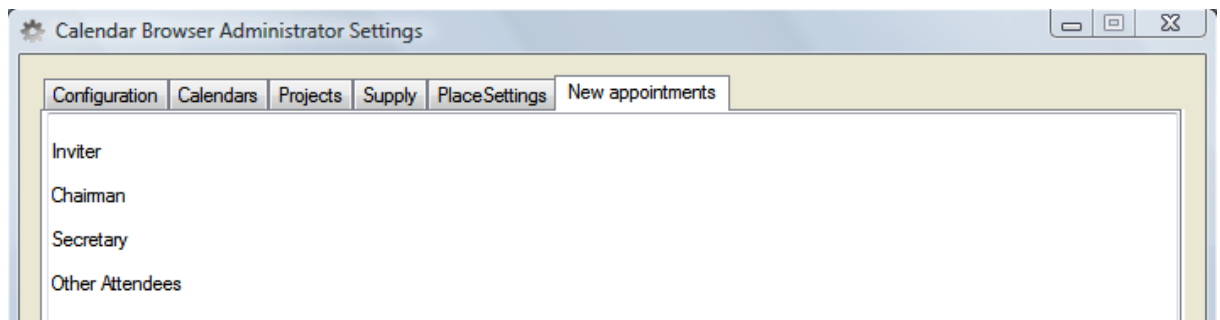
Or any other configurations of the resources that can be made available. This option is free text so it can be used in any way appropriate to the organization – or not be used at all.

Enter a new Place Setting under the “Name” list. Click the Name list to add it to the list.

To remove a Place Setting, select it and hit the delete button on your keyboard.

## 5.6 NEW APPOINTMENTS

Here you can specify text that is to be filled into all new appointments. Use it if you for example want to give the end users a simple form to use when booking. The information is saved when you click OK. You can of course go back and edit the form if needed.



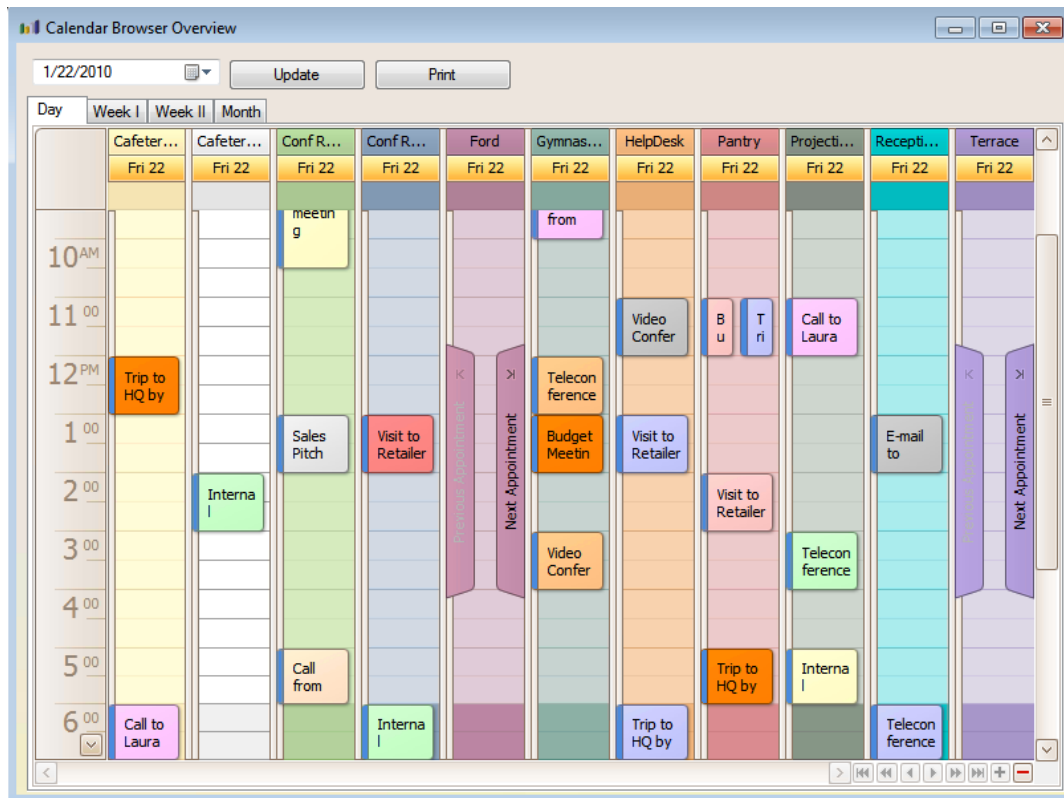
When a new appointment is created, the text from the template is copied into the appointments made by the users.

## 6 OVERVIEW

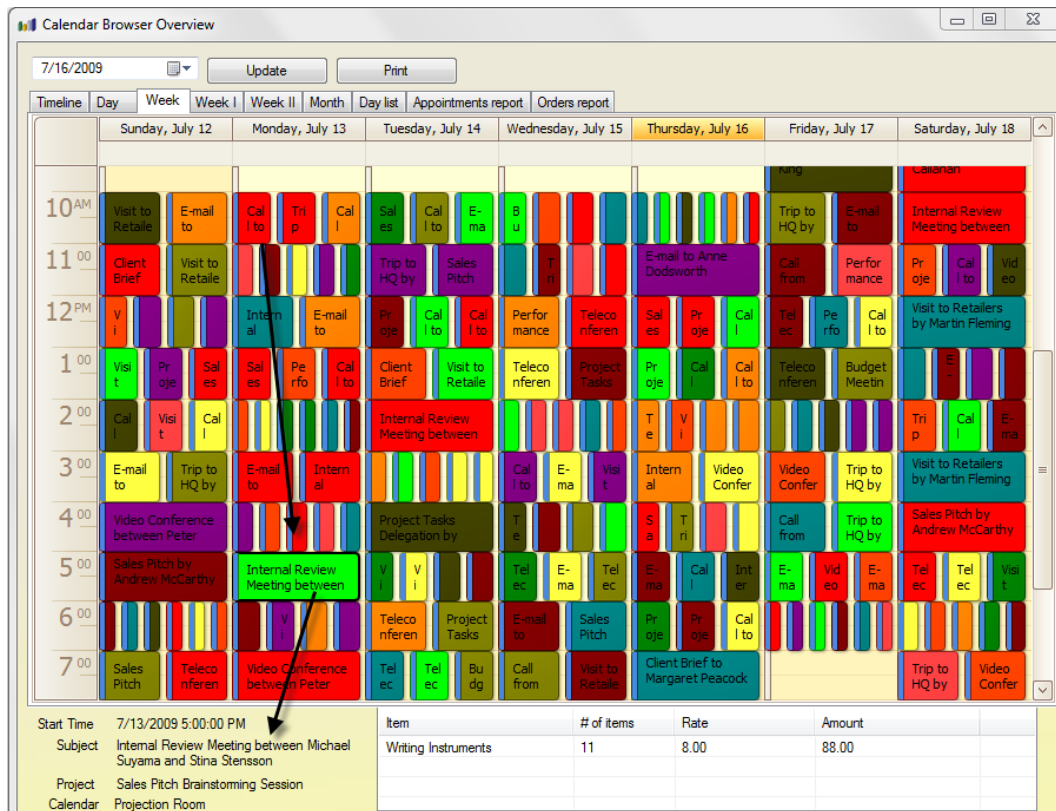
The Overview button gives you access to some alternate views of the resources. These views can also be printed. Under the Configure tab you can specify what alternatives the Overview should show.

Resources can be booked from within the overview by double clicking an empty space in one of the views. Then an appointment is opened for the selected resource and time.

Appointments can be opened by double clicking.



By selecting an appointment you can show the details for that appointment.





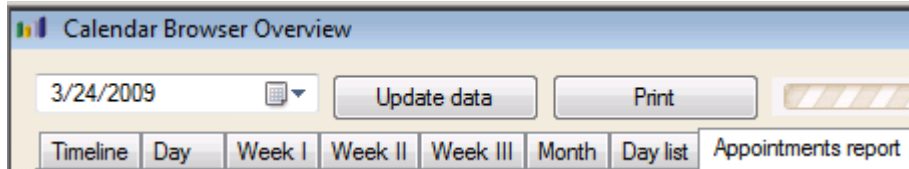


## 6.1 PERIODS AND DESIGNS

Choose a date and click on the tabs to show the occupancy for rooms on that day, that workweek, week or month.

The Update data button is for refreshing the data from Outlook. If you select a new date the information should be updated automatically, since the calendar data is kept in memory and displayed from there.

The status bar to the right shows that Overview data is loaded.



Make new bookings directly from the Overview by clicking an empty time. There is also a print possibility.

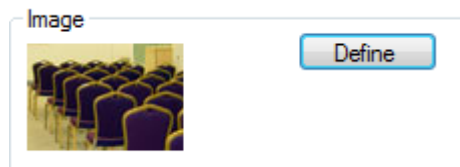
## 6.2 OVERVIEW IMAGES

The Timeline and Day views can show images. If you want to show images you must do two things in the Administrator Settings:

1. Check the box under the Configure tab.

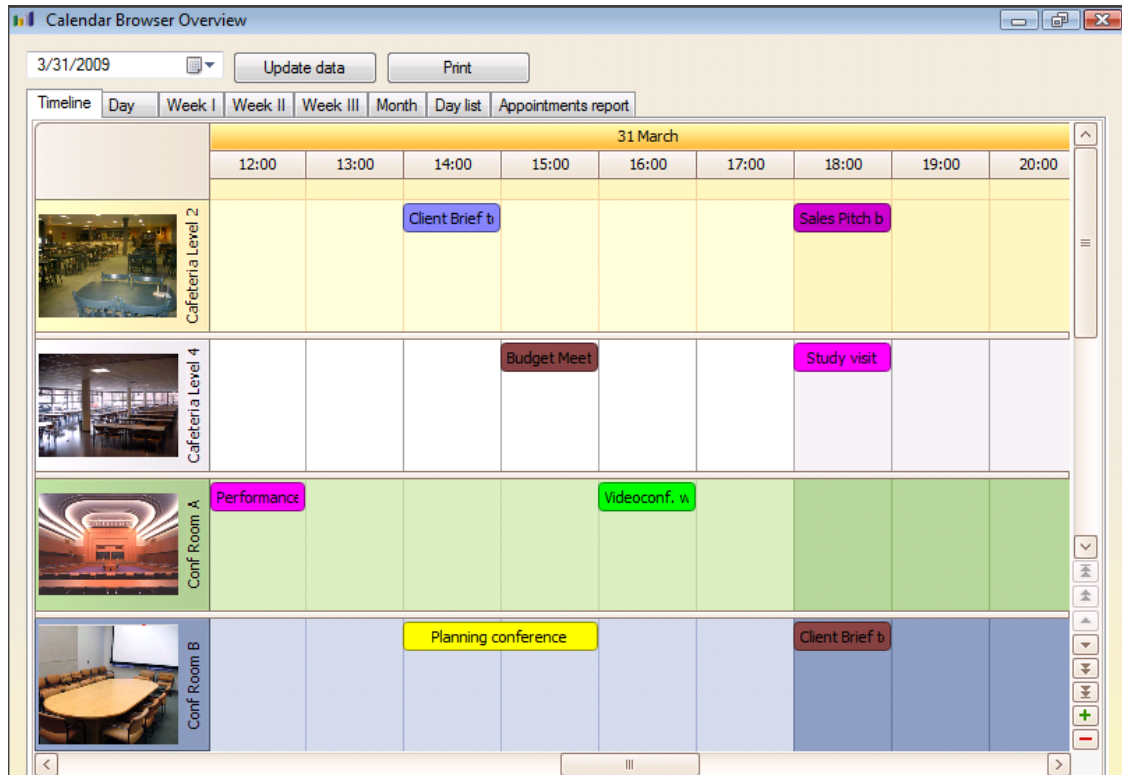
☒ Show calendar images in Overview

2. Define an image for each calendar under the **Fel! Hittar inte referenskölla.** tab.



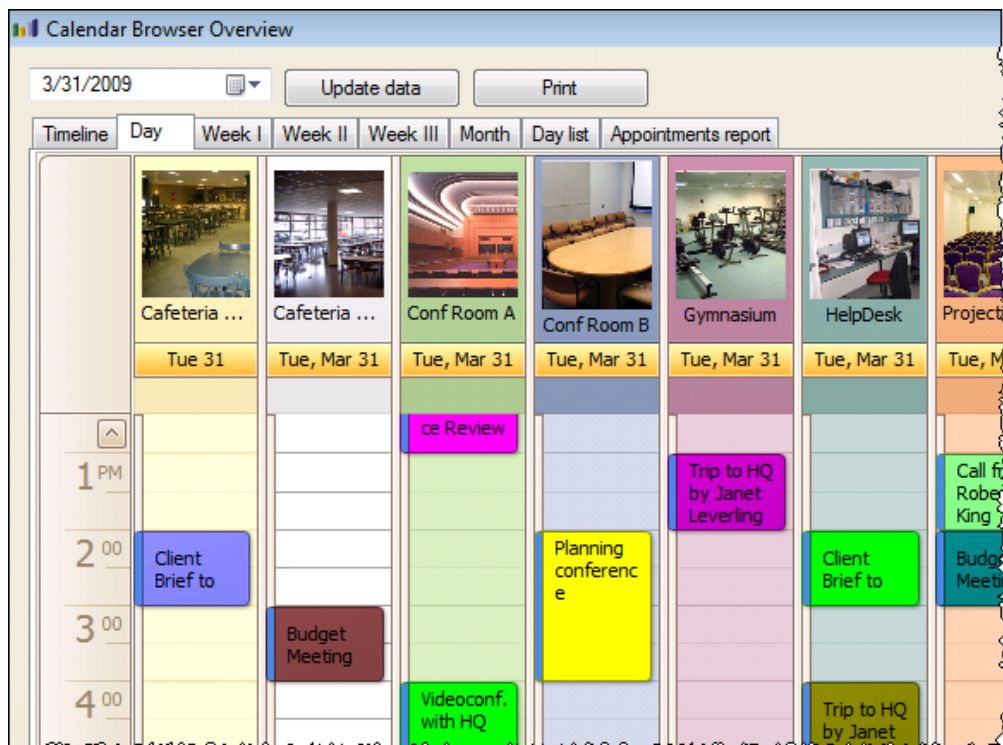


### 6.2.1 TIME LINE



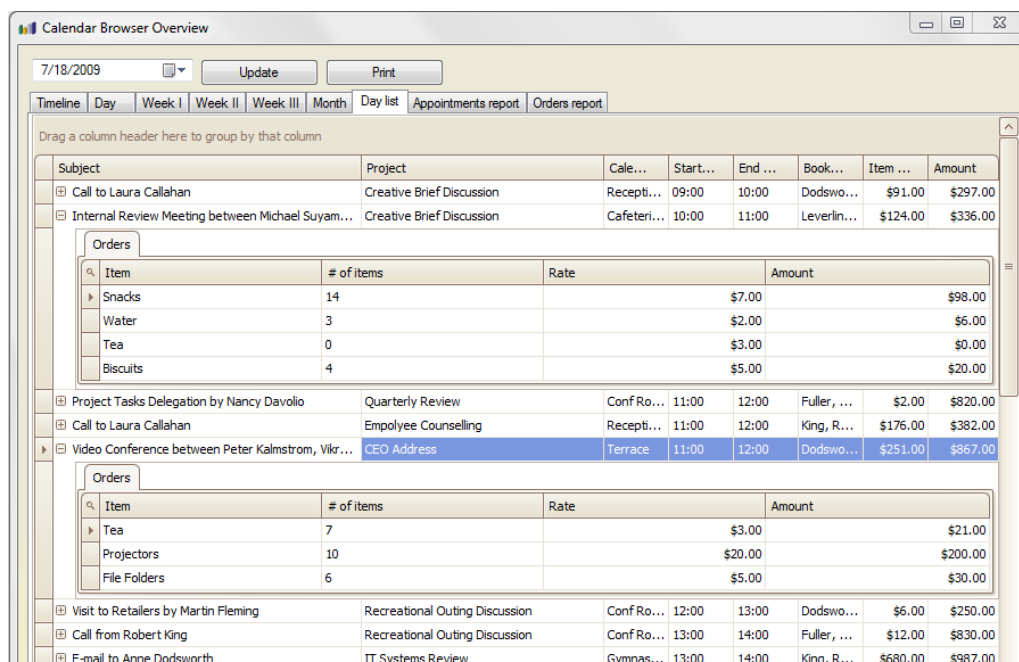


## 6.2.2 DAY VIEW



## 6.3 DAY LIST

Under the tab Day List you get information about occupancy of and activities in the separate rooms on the date you choose. If you click on the plus sign to the left of the appointment in the list, you will get info about the supplies ordered for the booking.





## 6.4 REPORTS

### 6.4.1 APPOINTMENTS REPORT

The Appointments report shows all the appointments and the orders to them for the period you have chosen is shown.

Calendar Browser Overview

7/18/2009 [Calendar Icon] [Update] [Print]

Timeline Day Week I Week II Week III Month Day list Appointments report Orders report

From: 7/18/2009 To: 7/18/2009

Tea	4	\$3.00	\$12.00
Tea	14	\$3.00	\$42.00
		Total, supplies: \$54.00	

Trip to HQ by Janet Leverling

Resource name: Basement Booked by: Davolio, Nancy  
 Project: Employee's Families Get-together Rate I: \$200.00 Rate II: \$2.00  
 Time: 19:00 20:00 Total Cost: \$822.00

Item	# of items	Rate	Amount
Petty Cash	13	\$45.00	\$585.00
Biscuits	1	\$5.00	\$5.00
Water	15	\$2.00	\$30.00
		Total, supplies: \$620.00	

Video Conference between Peter Kalmstrom, Vikram Malik and Bahrur Ipham

Resource name: Cafeteria Level 2 Booked by: Leverling, Janet  
 Project: Quarterly Review Rate I: \$100.00 Rate II: \$16.00  
 Time: 19:00 20:00 Total Cost: \$800.00

Item	# of items	Rate	Amount
Water	9	\$2.00	\$18.00

### 6.4.2 ORDERS REPORT

The Orders report is like the Appointments report, except that all appointments that don't have any supplies booked are filtered out, so that only appointments with orders are shown.



Calendar Browser Overview

7/18/2009 [Update] [Print]

Timeline Day Week I Week II Week III Month Day list Appointments report **Orders report**

From: 7/18/2009 To: 7/18/2009

Saturday, July 18, 2009

**Orders report**

Call to Laura Callahan

Resource name: Reception Area Booked by: Dodsworth, Anne  
 Project: Creative Brief Discussion Rate I: \$200.00 Rate II: \$6.00  
 Time: 09:00 10:00 Total Cost: \$297.00

Item	# of items	Rate	Amount
File Folders	7	\$5.00	\$35.00
Snacks	8	\$7.00	\$56.00
Total, supplies:			\$91.00

Internal Review Meeting between Michael Suyama and Stina Stensson

Resource name: Cafeteria Level 4 Booked by: Leverling, Janet  
 Project: Creative Brief Discussion Rate I: \$200.00 Rate II: \$12.00  
 Time: 10:00 11:00 Total Cost: \$336.00

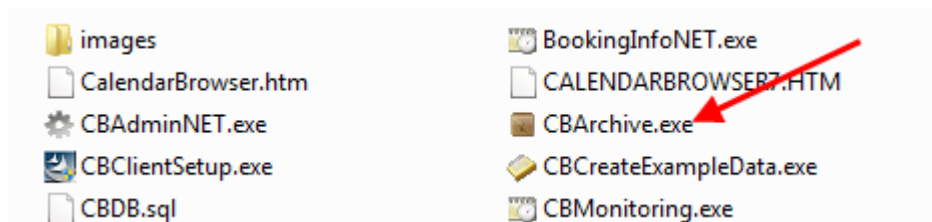
Item	# of items	Rate	Amount
Snacks	14	\$7.00	\$98.00
Water	3	\$2.00	\$6.00
Tea	0	\$3.00	\$0.00
Biscuits	4	\$5.00	\$20.00
Total, supplies:			\$124.00

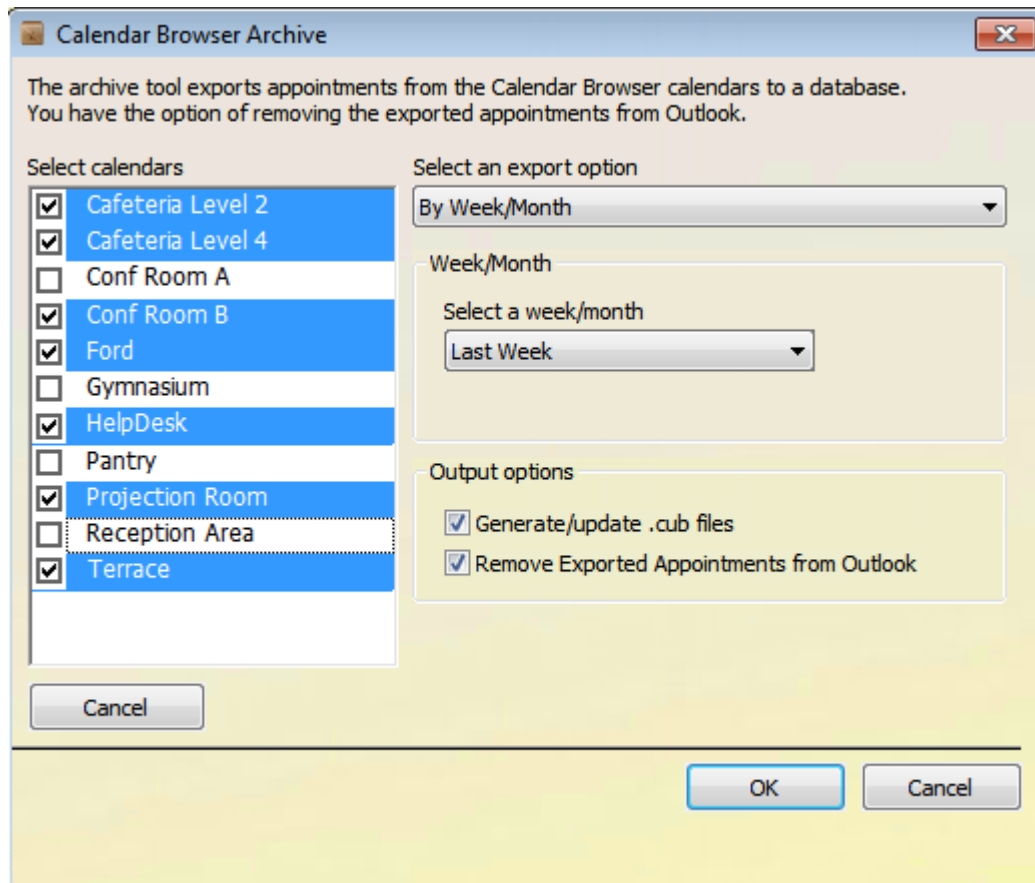
## 7 ARCHIVE AND OLAP REPORTING TOOL

After using *Calendar Browser* for a while you might want to study statistics over the usage of the resources, and you might also want to clear out old orders and appointments from the Outlook folders.

### 7.1 ARCHIVE DIALOG

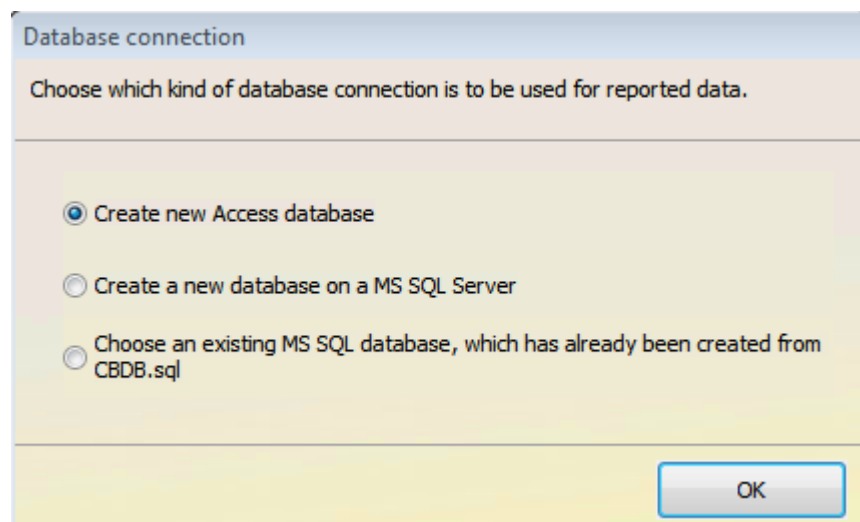
You can file away old bookings with the **CBArchive.exe** application, a feature which saves the appointments in your defined period in a database. You can find the file in the server folder where *Calendar Browser* is installed. Double click the .exe-file to start the application.





## 7.2 DATABASE

The first time you run the **CBArchive.exe** you are asked about a database. Select to create a new Access or SQL database, or choose an existing SQL database which you already have created from the file **CBDB.sql** in the root file folder.



You do not need to have Access installed to create an Access database, but if you choose the SQL alternative you must have an SQL Server.

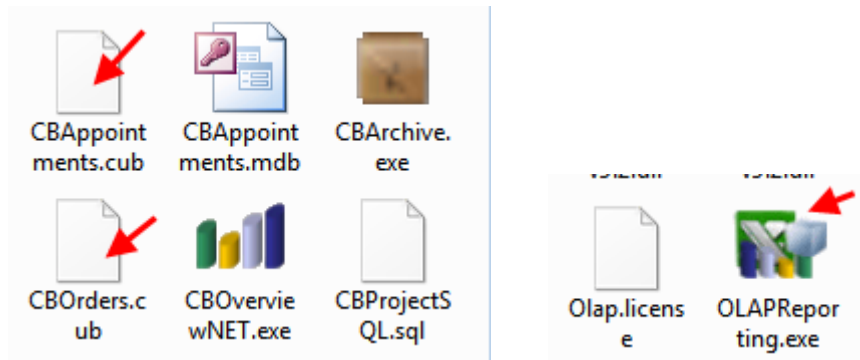
If you check to box for removal in the *Calendar Browser Archive* dialog, the appointments made for the period you have defined will be removed from Outlook and only saved in the database.



## 7.3 ARCHIVING

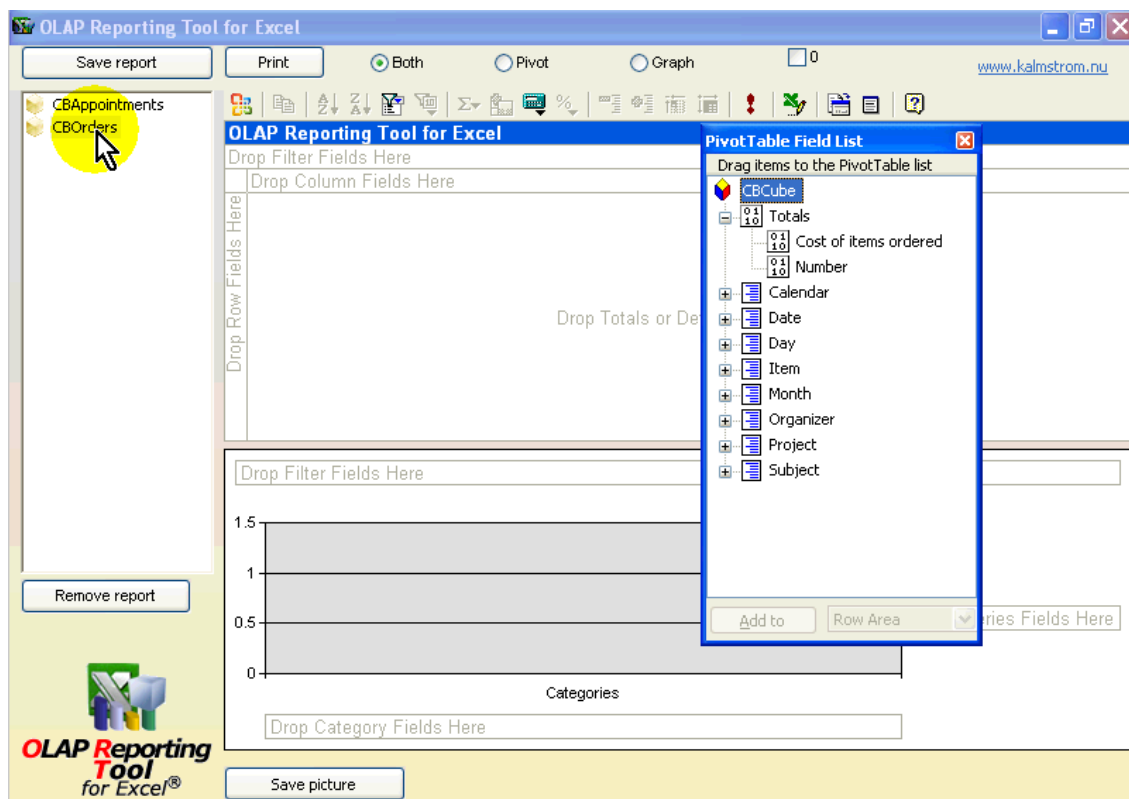
Click OK, and the .archiving tool starts moving all your orders and appointments for the time period you have chosen to the database. It also creates some .cub files in the root file folder. These are used with the statistics tool included in the download, *OLAP Reporting Tool*.

When the cubes (and database) are created, run the file **OLAPReporting.exe** in the same directory as **CBArchive.exe**. That starts the statistics tool *OLAP Reporting Tool*.



## 7.4 STATISTICS

Click the file **OLAPReporting.exe** in the root file folder to start the statistics tool. The first time you are presented with the following screen:



By clicking *Calendar Browser Appointments* or *Calendar Browser Orders* they are shown in the Pivot Table Field List. You can drag and drop the different data groups to the pivot or graph





field and study the data as you wish. All reports can be saved, and when you return the next time you can click a saved report and see the same group combinations as before, but now with the new data.

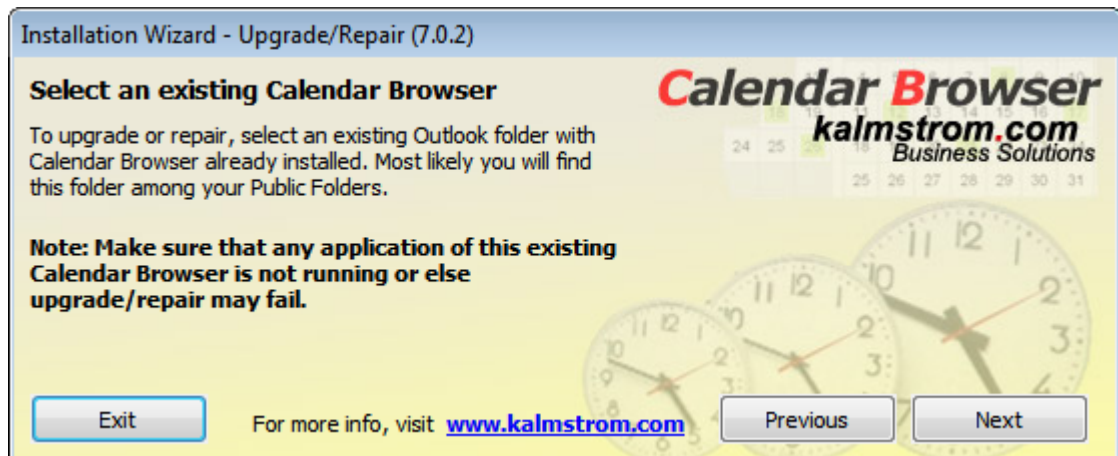
You can do a lot with *OLAP Reporting Tool*, so please refer to our website, where *OLAP Reporting Tool* has its own pages, demonstrations, a manual and a slideshow:  
<http://www.kalmstrom.com/products/Excel/OLAPReporting/>.

## 8 UPGRADE OR REPAIR CALENDAR BROWSER

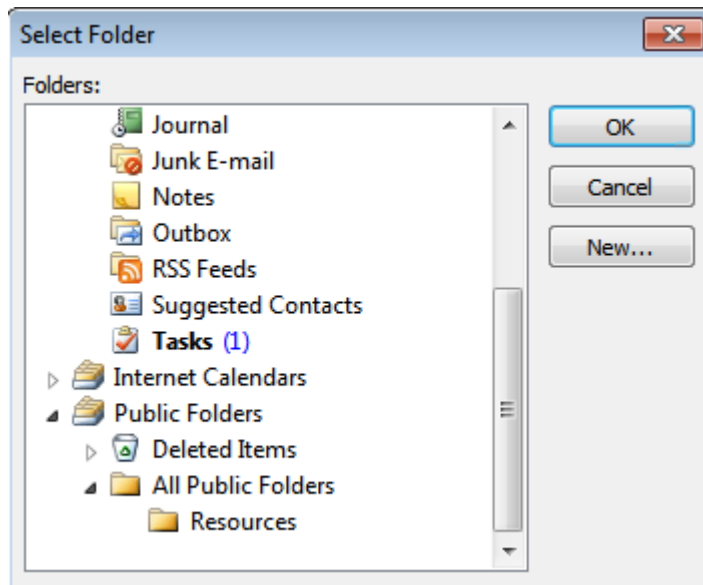
To upgrade or repair *Calendar Browser*, run the installer (**CalendarBrowserSetup.exe**) from a client just as when you installed the application. If you can do the repair or upgrade from the same machine as you did the installer it is even better. Select the Repair/Upgrade alternative.



You are now asked to select the existing *Calendar Browser* installation. NOTE that *Calendar Browser* must not be running during repair or upgrade.



Select the *Calendar Browser* public folder and press OK, and the repair or upgrade will perform automatically.



If an upgrade has been performed, each user will be prompted to upgrade the *Calendar Browser Client* the first time he or she opens the *Calendar Browser* folder after upgrade of the central installation.

## 9 KALMSTROM.COM COMMUNITY

The evaluation period for *Calendar Browser* expires after 30 days. Then you need to register to be able to work with the software. There is also a possibility to get a new trial period, see **Fel! Hittar inte referenskälla..**

To use a registered copy of *Calendar Browser* you must be a Member of kalmstrom.com Community and pay the monthly fees. There are three different Membership levels, refer to <http://www.kalmstrom.com/Community/>.

Support, free upgrades and an unlimited number of users within the organization are included in all three levels.

### 9.1 LICENSES

*Organizational License* – gives permission to run *Calendar Browser* in any number of Outlook folders within one organization. The application may be used by any number of users. On request we also supply the .html source code, so that you can customize the *Calendar Browser* homepage – add your own logo and layout design.

*Developer License* – also includes all source code for *Calendar Browser* + the source for the *OLAP Reporting Tool*. The developer license gives you the right to customize *Calendar Browser* for use within your own company. You are not allowed to build new applications on our source or to distribute them outside your company.

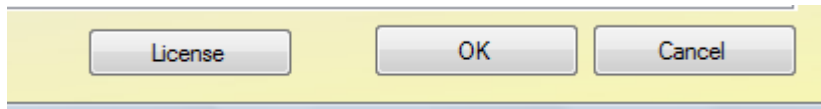
Note that *Calendar Browser* comes with two third party developer components – the DevExpress and the Redemption library. The source codes for those components are not included in the developer version, and the license does not include any re-distribution rights for them.



## 9.2 REGISTER

You register *Calendar Browser* by clicking the License button in the Administrator Settings. (When you have registered *Calendar Browser* this button is hidden.)

Make sure the person who registers *Calendar Browser* has **Owner's right over the root Outlook folder**. This way, registration is done for all users using *Calendar Browser*.



When you have clicked the License button the register dialog is opened.



## 10 SUPPORT

To use *Calendar Browser* you must be a Member of kalmstrom.com Community. Free upgrades and the kalmstrom.com Support Services is included in all Memberships.



## 10.1 CONTACT

The solutions of kalmstrom.com are supposed to be very easy to deploy, use and manage. However, if you have any kind of problem or questions about our software, there are several ways of contacting us:

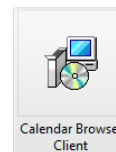
E-mail	<a href="mailto:support@kalmstrom.com">support@kalmstrom.com</a>	Technical issues
	<a href="mailto:sales@kalmstrom.com">sales@kalmstrom.com</a>	General and sales issues
Telephone	+46 739 206 106	Within USA: (800) 518-4155
Chat online	<a href="http://www.kalmstrom.com">www.kalmstrom.com</a>	

## 11 REMOVE CALENDAR BROWSER

To remove *Calendar Browser*, delete all the *Calendar Browser* folders and files. If you want to continue using the Outlook folder without *Calendar Browser*, simply go into properties and uncheck the Show home page by default checkbox.

### 11.1 REMOVE CALENDAR BROWSER CLIENT

Each user should also un-install the *Calendar Browser Client*. This is done from the Control Panel, Add-Remove programs / Programs and Features.



When the dialog comes up, select the alternative Remove and then answer Yes to remove.

